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Chief, Management Staff

18 May 1956

Chief, O&M Staff (DD/I and DD/S Areas)

Work Report, Week Ending 17 May 1956.

1. Project 6-16, Survey of Personnel Procedures 25X1A9a

a. Manspower Control System - No change in status. Mr. [redacted] on annual leave; Miss [redacted] on jury duty. 25X1A9a

b. General Personnel Procedures - No change in status. 25X1A9a

2. Project 6-43, Personnel Records Survey, Phase II. Selection of appropriate forms and method of approaching problem are under study. 25X1A9a

3. Project 5-1a, Fiscal Division. 25X1A9a

a. The processing of United States Savings Bonds is being converted from manual to IBM machines during this coming pay period. This change over will be another step in the direction of simplifying the payroll operations.

b. Discussions were held with the Comptroller relative to the organizational components under Accounts Branch, Fiscal Division and the Comptroller initialed our proposal to show the actual operating components which will be in line with the job sheets in the Office of Personnel.

4. Project 6-24, Survey of Separation Procedures. Draft has been completed and is being typed in final form for concurrences by the Directors of Personnel and Logistics, the Comptroller, SSA/DD/S, Chief, RI and the AD/CR. Corroboration of interview data has been obtained from the five components used as case examples and from the Office of Personnel divisions involved in deprocessing of separating employees. 25X1A9a

5. Project 5-46, ELINT Study. Proposed functional statements for the ELINT Staff Officer and the ELINT Advisory Committee have been returned, upon request, to the Admin. Officer of the Agency ELINT Staff. The DDCI has approved the addition of 35 slots to the ELINT Staff and the OSI ELINT Branch. 25X1A9a

6. Project 5-73, OSI Reorganization. The Acting Executive Officer has returned to duty after a short illness but no further action has been taken on the branch functional statements. 25X1A9a

7. Project 5-72, Cartographic Support Regulation. No change in status. 25X1A9a

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25X1A9a 8. Project 6-21, Study of Agency Clipping Services Provided by OCH and DD/P [REDACTED]. Research on this project is practically complete. A report will be prepared during the next week.

9. Project 6-14, Study of Overtime Practices. No change in status.

25X1A9a 10. Project 6-28, Transfer of Slots From Field to Headquarters, Office of Security [REDACTED]. The first phase of this study is ready for final typing. This phase includes (a) a retrenchment in the Inspection Staff for three positions, (b) various T/O adjustments to strengthen three other components to work burden level and (c) establishment of a Foreign Desk within the Office of the Director of Security. All fact finding has been completed for the second phase which relates to the Correspondents and Records Branch and a final draft is in the course of preparation.

11. Analysis of Manpower Survey [REDACTED]. No change in status. 25X1A9a

12. Production Control System, Photo Intelligence Division ORR [REDACTED]. No change in status. 25X1A9a

25X1A9a 13. Reduction of T/O to Ceiling, Offices and Staffs of the DD/E [REDACTED]. Discussions were held with the Chief, Commercial Staff relative to reducing T/O to ceiling and agreement reached as to a method of approach. Due to urgent need in filling a vacancy in one of the projects under CM, it will be necessary to double slot one of the clerical personnel in another slot. Discussions were also held with the Deputy Chief, PAPS and according to the unofficial ceiling which that Staff has the T/O and ceiling are apparently in line.

25X1A9a 14. MS-864, OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. A request to reduce the OCI T/O to ceiling and to make certain internal changes in OCI reorganization has been received by the Management Staff with the concurrence of the Acting DD/I who points out the fact that the details of the reorganization were discussed with Mr. [REDACTED] prior to a temporary absence. Copies have been forwarded to Personnel and Budget and work has begun in analyzing the proposed changes. In accordance with the recommendation made by this Staff during the preliminary stages of development of the T/O, "Areas" has been substituted for the "Staffs" which process current intelligence for major world areas. In line with the concept of "Area" in ORR these OCI "Staffs" are actually lined components. OCI has also proposed to eliminate one division by consolidation of various branches and to create an Economic Advisory Group to provide current economic intelligence support. This agreement will also affect the T/O of ORR. 25X1A9a

25X1A9a 15. MS-859, Reorganization and T/O Revision of Machine Division, ORR [REDACTED]. Completed.

16. MS-862, Change in T/O of Contact Division, ORR [REDACTED]. Completed. 25X1A9a

17. MS-863, Minor Changes in Office of Training T/O [REDACTED].
Completion of this T/O is pending return of Mr. [REDACTED], OTR from leave.

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18. MS-855, Revision of [REDACTED] OO Table of Organization [REDACTED].
Discussion has been held with the Chief, Admin. and the Chief, [REDACTED] relative
to both the headquarters and foreign aspects of the requested revision.
Have background data for two survey reports on [REDACTED] - [REDACTED] and
the IC.

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19. MS-868, Proposed T/O Changes in OCR [REDACTED]. Minor changes
in the CIA Library, Graphics Register and Industrial Register have been
proposed in order to meet shifting workloads in three divisions.

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20. Miscellaneous

a. Annual Conference of Society for Personnel Administration,
Statler Hotel, Washington, D.C. Messrs. [REDACTED] attended
selected meetings including one at which the Secretary of Labor spoke.
Meetings of special interest to the Office of Training representatives were
brought to their attention and they took advantage of them.

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b. NOMA Meeting, Philadelphia. Representatives of the OL, ORR and
OCR have been lined up for attendance and have been assisted in making
arrangements both for hotel and conference registrations.

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